

Chevy Chase Village Board of Managers

100th Annual Meeting

April 21, 2014

BOARD OF MANAGERS

Patricia S. Baptiste, Chair	Present
Michael L. Denger, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Absent

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Kathy Wilson, Community Liaison/Administrative Assistant	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Absent
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Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:45 p.m.

Approval of Minutes of the 99th Annual Meeting, April 15, 2013

Mr. Denger moved to approve the minutes of the 99th Annual Meeting held on April 15, 2013, as drafted. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.

State of the Village

Ms. Baptiste welcomed Delegates Alfred C. Carr, Jr. and Jeffrey Waldstreicher to the meeting. Ms. Baptiste began by commenting that prior accomplishments were built on this year and that there were no major issues such as traffic lights at Chevy Chase Circle, earthquakes, or derechos. Every street and sidewalk seems to have been affected by capital maintenance and upgrades, but the sidewalk replacement project is almost complete. Michael Younes, Director of Municipal Operations, has been wonderful in keeping the water and gas companies attentive to the needs of the residents.

The development of the old Wohlfarth property, now known as Western Grove Park, should take place in the next fiscal year with some financial support by the Village. Although most of the funding will be coming from Montgomery County since it is a Montgomery County Park, the Village is contributing capital to the project.

Board members Elissa Leonard and Michael Denger are assisting the Parks Committee with assessing all of our parks and developing long-term plans for each of them. Laurel Park is the only exclusion, since it has separate ongoing issues.

When Montgomery County rewrote its building code, the Village hired an outside attorney to protect the limitations that the Village had achieved in litigation regarding Chevy Chase Center. When development does take place there, the kinds of protections that Village residents would expect will still be in place.

The Chevy Chase Lake Sector Plan was passed and major re-development at Chevy Chase Lake will be taking place. The Village will be watching this closely, particularly because of the impact the additional traffic will have on Connecticut Avenue.

This past year, we have approved major revisions to the Village Code, including

- Revision of the noise ordinance.
- Revision of the procurement ordinance.
- Revisions to the portions of the Code dealing with Public Rights of Way.
- Chapter 8, our Building Code, was rewritten, making it more concise and user-friendly.
- We have an aggressive tree planting program and have doubled the number of trees we plant annually.

In the year to come we will continue to work on getting a safe, signalized crossing on Connecticut Avenue. Board members David Winstead, Robert Goodwin, and Gary Crockett will be working together with Jan Acton and Porter Wheeler, Chair of our Traffic Committee, to achieve this long-standing goal.

An ongoing review of our Village Committees, led by Michael Denger, Richard Ruda, and Elissa Leonard, continues. They are assessing the structure and scope of each Village committee.

Finally, on behalf of the whole Board, thank you to the dedicated staff who make the Village run day-to-day. We want to thank Village Manager Shana R. Davis-Cook, Director of Municipal Operations Michael Younes, Finance Director Demetri Protos, Supervisor of Public Works Jerry Lesesne, and Chief John M. Fitzgerald for all of the good work that they and their staffs do. A special thank you to Suellen Ferguson, who has completed her first year as the Village Attorney, and who has been incredibly helpful in rewriting the different Codes and representing the Village very effectively.

Village Manager's Report

Ms. Shana R. Davis-Cook, Village Manager, stated that this has been a year of progress for the Village. Projects include:

- Infrastructure improvements scheduled for completion in the coming months will be followed by repaving of Village streets, scheduled to begin during the first week in July. Mr. Michael Younes, Director of Municipal Operations, has done an outstanding job of mitigating the impact of all this construction on Village residents.
- This is the third and final year of our sidewalk replacement initiative.

- The Village initiated a pilot program to test LED street lights on portions of Grafton, East Lenox, and West Kirke Streets. Residents are encouraged to provide feedback.
- Ninety-nine trees will be planted this year on Village rights-of-way as well as along Connecticut Avenue.
- The Village undertook the revision of the Village's Building Code, with major input from Ms. Ellen Sands, Permitting and Code Enforcement Coordinator, and an ad hoc Building Code Review Committee chaired by Ms. Mary Sheehan. Their work culminated in the adoption of a new Code at the Board's April 14 meeting, which will go into effect later this month.

Permits issued by the Village included:

- 6 administrative appeals and 11 licenses for private improvements in Village public rights-of way were approved by the Building Officer and Village Manager.
- 14 variances and 8 special permit cases were submitted for Board consideration.
- 157 building permits, including 2 for the construction of new homes on the east side of the Village, were approved, and
- Permits were issued for the removal of 67 dead, diseased, dying, or hazardous trees.

The Village received a clean audit, and will end the year under budget, due in large part to the work of Finance Director Mr. Demetri Protos. Despite our conservative spending, we have dealt effectively with nine separate weather events in the past year. Mr. Jerry Lesesne led the Public Works Department in keeping Village streets safe and passable.

Other projects included:

- Installation of a new security system in the Village Hall
- The first installation in an ongoing project to replace all the lighting in the Village Hall with energy-efficient LED bulbs.
- Public wifi installation at the Village Hall.

We will continue to remain transparent and to reach out to our residents through updates to our website and through our other communication platforms.

Report of Village Counsel

During the past year, Ms. Ferguson

- Prepared ordinances revising Chapters 1, 6, 17, 20, and 25.
- Prepared an ordinance that completely rewrote Chapter 8, the Village Building Code.
- Prepared requests for bids, contracts, and memoranda of understanding.
- Prepared an agreement with the State to obtain salt during snow events.
- Successfully completed a lease agreement with the United States Postal Service
- Worked with the Village Manager to rewrite the Village's personnel manual.

Police Report

Mr. John Fitzgerald, Chief of Police, highlighted some accomplishments of the previous year, including:

- A 38% drop in thefts from unlocked vehicles can be attributed to our officers' going door to door in the Village to remind residents to always lock their parked cars.
- There was a 32% drop in crime overall, due in part to residents taking more precautions.
- Urgent alerts are sent out to ensure that residents are aware of specific threats, such as the recent carjacking. The Chief urged residents to sign up for Village email blasts and email alerts.
- Whenever time permitted, Village police officers took the time to let homeowners know about packages on their doorsteps, so that opportunities for theft were almost entirely eliminated.
- We also continue to participate in national medication drop-off days. We always have a Medication Drop Box secured in the hallway, available 24/7 for the disposal of unused prescription and over-the-counter drugs.
- We have had another audit from the accrediting body, and received an excellent rating, recognizing our adherence to the highest of standards.
- Finally, we are trying to get the word out about distracted driving. We are strictly enforcing the Maryland law. Using a cell phone while behind the wheel of a vehicle is illegal.

Budget Overview

Board Treasurer Mr. Gary Crockett presented the FY2015 budget a "business as usual" budget with the major exception of capital expenditures. The Village's portion of the property tax will be cut by \$150,000, and a deficit for the coming year has been projected so that some of the Village's reserves will be used to implement capital improvements such as much-needed repairs for the Village Hall, construction of Western Grove Park, completing our sidewalk replacement project, and possible replacement of Village streetlamp bulbs with LEDs. The Village's reserves will be kept at a more reasonable level in the next few years.

At 8:34 pm, Ms. Baptiste adjourned the Annual Meeting and convened a meeting of the Board of Managers of Chevy Chase Village.

Board Action on Budget Adoption and Tax Levy Ordinance

Resolution No. 04-04-14: An Ordinance to adopt the fiscal year 2015 budget and to levy a tax on certain real and personal property under the provisions of Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland as amended.

Mr. Denger moved to approve Resolution No. 04-04-14, as drafted. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.

At 8:36 pm, Ms. Baptiste adjourned the Board of Managers meeting and reconvened the Chevy Chase Village 100th Annual Meeting.

Commission and Committee Reports

Parks and Greenspaces Committee

Ms. Susan Kilborn, Co-Chair, reported that the purpose of the committee is to preserve, maintain and improve our parks and green spaces. The Committee has been involved in working with a landscape architect to prepare 3-to-5 year plans for the Village's parks. Laurel Park was not included because it has ongoing special concerns.

Audit Committee

Ms. Gail Feldman, Chair, reported that auditor Lindsey & Associates gave the Village a clean audit report for fiscal 2013, ending June 30, 2013, indicating no concerns about internal controls or any other facet of Village financial operations. The Committee recommended renewing the contract with Lindsey & Associates.

Ethics Committee

Mr. Brian Christaldi, Chair, reports that the Committee provides informal assistance in fielding questions from potential filers with respect to the new disclosure forms. The first year of compliance with the new Ethics Code went smoothly.

Budget Committee

Dr. Lawrence Heilman, Committee Member, reported that on the Committee's recommendation, the Board has decided to cut the Village's tax rate by \$152,000 in FY 2015. This still enables the Village to have a substantial reserve while engaging in a robust program of capital improvements.

Public Safety Committee

Mr. Saul B. Goodman, Chair, reported that the Committee continues to work with the police department and the Board on matters relating to crime and safety in the Village.

Chevy Chase Open Space Committee

Mr. Michael Younes, staff liaison, reported that during the past year, the Committee has worked with the Board of Managers and the county's Parks and Planning staff developing a plan for the development of Western Grove Park (the Wohlfarth property). It is expected that the County Council will approve this expenditure at its May meeting.

Local Advisory Panel to the County's Historic Preservation Commission

Mr. Thomas K. Bourke, Chair, reported that the Committee continues to assist Village residents by reviewing their applications to the County HPC.

Environment & Energy Committee

Dr. Marilyn Bracken, Co-Chair, reported that the Committee has focused on increasing awareness and knowledge in the Village regarding energy efficiency and conservation, recycling, reducing pollution, and alerting residents to programs offering incentives to homeowners.

Traffic Committee

Mr. Porter Wheeler, Chair, reported that the Committee continues to support the installation of a pedestrian-activated traffic light on Connecticut Avenue at the Village Hall, and will continue to lobby for this with the State Highway Administration. The Committee also provided input to the Board regarding the Board's Signage Survey.

Tree Committee/Tree Ordinance Board

Mr. Samuel Lawrence, Chair, reported for both committees. The Village will plant 90 trees this year, including some along the Connecticut Avenue right-of-way and others on public rights-of-way throughout the Village. The Tree Ordinance Board heard five petitions this year.

Elections Committee Report

Ms. Charlotte Jones Carroll, Chair, reported that four (Michael Denger, Kim Fried, Robert Goodwin, Jr., and Elissa Leonard) candidates have declared their intent to run, and met the criteria for, the three available positions on the Board of Managers. Therefore, as required by the Village Charter, there will be an election on the third Saturday following the Annual Meeting, May 10, 2014, with voting at the Village Hall.

A special edition of *The Village Crier* will be mailed to residents containing biographies of the candidates. In addition, the Village will host a candidates' reception on May 7, where residents can ask questions and meet the candidates. Absentee ballots are available for those residents unable to vote in person on that day.

Adjournment

Mr. Denger moved to adjourn the meeting. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett and Mr. Goodwin voted in favor of the motion. The motion passed. The meeting adjourned at 9:26 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.